

INTRODUCED: June 8, 2026

A RESOLUTION No. 2026-R025

To approve an expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents.

Patron – Ms. Gibson

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUN 22 2026 AT 6 P.M.

WHEREAS, by Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, Resolution No. 2015-R18-23, adopted March 23, 2015, Resolution No. 2018-R065, adopted July 2, 2018, Resolution No. 2018-R066, adopted September 10, 2018, and Resolution No. 2019-R017, adopted July 22, 2019, the Council of the City of Richmond adopted City Council Expenditure and Reimbursement Guidelines to govern the use of Council District Funds and Council Operations Funds; and

WHEREAS, section I of such City Council Expenditure and Reimbursement Guidelines requires that all proposed expenditures from Council District Funds over \$5,000 in the aggregate

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

be submitted to the Council for approval via resolution prior to the contractual obligation or expenditure of funds; and

WHEREAS, pursuant to such requirement, the Council Member for the Third District has requested that the Council approve the expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents;

NOW, THEREFORE,

BE IT RESOLVED By THE COUNCIL OF THE CITY OF RICHMOND:

That, pursuant to section I of the provisions of the City Council Expenditure and Reimbursement Guidelines adopted by Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, Resolution No. 2015-R18-23, adopted March 23, 2015, Resolution No. 2018-R065, adopted July 2, 2018, Resolution No. 2018-R066, adopted September 10, 2018, and Resolution No. 2019-R017, adopted July 22, 2019, the Council hereby approves an expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents.

DATE: May 4, 2026

TO: The Honorable Members of City Council

THROUGH: The Honorable Kenya Gibson, Councilmember 3rd District

THROUGH: RJ Warren, Council Chief of Staff

THROUGH: Will Perkins, Senior Legislative Services Manager

FROM: Whitney Brown, Policy Analyst

RE: To approve an expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents.

CNL-2026-0047

PURPOSE: To approve an expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents.

BACKGROUND: Resolution No. 2018-R066 City Council Expenditure and Reimbursement Guidelines, Section 2(c) specifically states, “Any person or entity to whom cumulative from Council District funds during the course of the Fiscal Year exceed \$5,000 shall be submitted to the City Council for approval via resolution.” The purpose of this proposal is to allow clear authority to make such expenditure to allow for a \$10,163.38 payment to Gibson Universal LLC.

COMMUNITY ENGAGEMENT: N/A

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: N/A

FISCAL IMPACT: None

DESIRED EFFECTIVE DATE: Upon adoption.

REQUESTED INTRODUCTION DATE: June 8, 2026

CITY COUNCIL PUBLIC HEARING DATE: June 22, 2026

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Waived pursuant to Council Rules of Procedure Rule VI(B)(3)(b)

AFFECTED AGENCIES: City Council

RELATIONSHIP TO EXISTING ORD. OR RES.: None

ATTACHMENTS: 05127 Gibson Print Estimate

STAFF: Whitney Brown, Policy Analyst, (804-646-3765)

Gibson Universal LLC
5659 S Laburnum Ave
Henrico, VA 23231-4418
hello@gibsonprint.com
www.gibsonprint.com



INVOICE

BILL TO

Sarandon C.R. Elliott
Office of Councilmember
Kenya Gibson
900 E. Broad St
Ste 305
Richmond, VA 23219

INVOICE # 5127

DATE 05/01/2026

DUE DATE 05/29/2026

| | QTY | PRICE | AMOUNT |
|---|--------|-------|-----------|
| Direct Mail 8.5x11" 70#Text 4/0 no bleed Z-fold & insert into #10 Carrier Envelope 4/0 no bleed Includes list processing, addressing, and mail service | 11,243 | 0.465 | 5,228.00T |
| Postage Target Mailbox Date: [TBD] USPS Marketing Mail Letter Rate: \$0.39-0.439 ***** Delivery confirmation: Sarandon Elliott sarandon.elliott@rva.gov | 11,243 | 0.439 | 4,935.68 |

Thank you for trusting us with your print project! Please carefully review this invoice and let us know if any corrections are needed before making payment.
Payment indicates press-ready proof approval. Please let us know before making payment if you have not received/approved your final proof(s). Production cannot begin until payment is received in full.
We accept online payment by bank transfer and all major credit cards. Please email hello@gibsonprint.com to pay by check or make other arrangements. Be advised that wire transfers and returned checks are subject to a \$60 fee. Thank you!

| | |
|-------------|--------------------|
| SUBTOTAL | 10,163.68 |
| TAX | 0.00 |
| TOTAL | 10,163.68 |
| BALANCE DUE | \$10,163.68 |

Ways to pay

